



# Office of the County Clerk

*Lynn Marie Goya*

*County Clerk*

*Commissioner of Civil Marriages*

*Jim Pierce*

*Assistant County Clerk*

201 East Clark Avenue

Box 551604

Las Vegas, NV 89155-1604

702-671-0600 / 702-385-8911 Fax

## INSTRUCTIONS TO OBTAIN A CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA FOR A MINISTER OR RELIGIOUS OFFICIAL

In order for your application to be processed, we must receive the following:

1. Completed and notarized **Minister or Religious Official Marriage Officiant Application**.
2. Completed and notarized **Affidavit of Authority to Solemnize Marriages** (separate instructions are provided that should be carefully read and understood by the church or religious official completing it).
3. A non-refundable application fee of **\$25** made payable to **County Clerk** by money order or cashier's check only (personal and business checks are not accepted) – an electronic copy of the receipt will be emailed to you.

Please use the interactive application (fillable PDF) form to ensure all required information is provided and completed correctly. If that is not possible, print the application and complete it using a fine point black ink pen. All paperwork must be filled out completely (do not leave blank spaces), and be properly signed and notarized. Incorrect or conflicting information will delay the process and may result in your denial.

Submit all original completed documents (copies are not accepted) to the Clark County Clerk's Office at the address listed above. If mailing your application, include "**Attn: Marriage Officiant Processing**" in the addressing of the envelope. Please allow sufficient time for processing if you are planning to solemnize a wedding in the near future as the application process may take up to 60 days.

Once your application is received and has been reviewed and approved for processing, you will be emailed instructions to complete an online background check. The non-refundable fee for the background check is **\$49**, of which you will pay by credit card (no other form of payment is accepted) upon completion of the online background check application. **Do not send payment for the background check with this application.** If your application is not approved, you will receive a letter or an e-mail explaining the reasons why.

Upon the successful completion of a background check, you will be emailed instructions to register for a free in-person training course. At the completion of this course, your *Certificate of Permission to Perform Marriages* and official Marriage Officiant ID card will be issued.

**Please note:** If you are or will be earning money conducting marriage ceremonies and/or services, you need to understand your business licensing requirements. You are encouraged to contact the state and applicable local business licensing offices in Nevada to assist you in determining your legal requirements.

## PERFORMING A MARRIAGE PRIOR TO THE COUNTY CLERK'S AUTHORIZATION TO DO SO WILL RESULT IN A CIVIL PENALTY OF UP TO \$1,500.

*Ex-Officio Clerk of:*

*Board of County Commissioners - Clark County Board of Equalization*

*Clark County Liquor and Gaming Board - Mt. Charleston Fire Protection District*

*Clark County Water Reclamation District Board of Trustees - Clark County Debt Management Commission*

*Clark County Redevelopment Agency - University Medical Center of Southern Nevada Board of Trustees*

# County of Clark, State of Nevada

## MINISTER OR RELIGIOUS OFFICIAL MARRIAGE OFFICIANT APPLICATION

### SECTION A: APPLICANT INFORMATION

- 1) Full Legal Name: \_\_\_\_\_  
(Must match Affidavit of Authority) First Middle Last Suffix
- 2) US Social Security Number: \_\_\_\_\_ 3) Date of Birth: \_\_\_\_\_  
###-##-#### Month/Day/Year
- 4) Contact Phone Number: \_\_\_\_\_ 5) Email: \_\_\_\_\_  
(###) ###-####
- 6) Residence (Physical) Address: \_\_\_\_\_  
Street Address City State Zip Code
- 7) Mailing Address (if different): \_\_\_\_\_  
Street Address City State Zip Code

☐ Check here to confirm that you are residing within Clark County, Nevada

- 8) Please read carefully and mark the appropriate response (only one selection should be marked):
- ☐ **OPTION 1:** I am applying to renew an existing *Certificate of Permission* issued to me in Clark County, Nevada, and within the period of 90 days before it expires or 90 days after it has already expired.
- ☐ **OPTION 2:** I am applying for a new *Certificate of Permission* from Clark County, Nevada.
- 9) Please read carefully and mark the appropriate response (only one selection should be marked):
- ☐ I am NOT subject to a court order for the support of a child;
- OR -
- I am subject to a court order for the support of a child, and...
- ☐ I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order;
- OR -
- ☐ I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- 10) Have you ever had a previous *Certificate of Permission to Perform Marriages* issued to you that has been canceled or revoked for a knowing violation of the laws of the state of Nevada or of the United States? ☐ Yes ☐ No
- 11) Have you been convicted of a felony, released from confinement or completed parole or probation, whichever occurred later, within 10 years before the date of this application? ☐ Yes ☐ No

➔ **NOTE:** If you answered yes to the above question #10, a copy of the disposition of the case must be provided.

### SECTION B: RELIGIOUS ORGANIZATION

- 1) Affiliated Organization Name: \_\_\_\_\_  
Church or Religious Organization of Affiliation (must match Affidavit of Authority)
- 2) Date of Licensure, Ordination, Appointment or Authorization: \_\_\_\_\_  
Month/Day/Year
- 3) Are you currently retired from this Church or Religious Organization? ☐ Yes ☐ No
- If you answered **Yes** to #3 above, before retirement, did you have active charge of this church or religious organization for a period of at least three (3) years? ☐ Yes ☐ No

## County of Clark, State of Nevada

### MINISTER OR RELIGIOUS OFFICIAL MARRIAGE OFFICIANT APPLICATION

(continued...)

#### SECTION C: BACKGROUND CHECK REQUIREMENT

- If you selected option 1 in question 8 of Section A, a background check is NOT required – skip to Section D.
- If you selected option 2 in question 8 of Section A, a background check is required. If your application is approved to process, a notification will be sent to the email address provided in Section A that will instruct you on how to complete the process through a secure online site hosted by ScreeningONE. The non-refundable fee for the background check is \$49, of which you will pay by credit card (no other form of payment is accepted) once you complete the online application. **Do not send payment for the background check with this application. Failure to complete the background check requirement will result in a denial of your application.**

#### SECTION D: TRAINING REQUIREMENT

In order to receive your *Certificate of Permission to Perform Marriages* and official Marriage Officiant ID card, you will be required to attend a no-cost training class to learn the roles, responsibilities and legal requirements for Marriage Officiants. Once the application requirements are met, a notification will be sent to the email address provided in Section A that will instruct you on how to enroll online for your training course.

#### SECTION E: NOTARIZED VERIFICATION

STATE OF NEVADA )  
 ) §  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn according to law, deposes and says: that he or she is the Applicant in the foregoing *Application for a Certificate of Permission to Perform Marriages* in the state of Nevada as a minister, other church or religious official; that his or her ministry is one of service to his or her church or religious organization or, in the case of a retired minister or other church or religious official authorized to solemnize a marriage, that his or her active ministry was of such a nature; that he or she has read the foregoing Application and knows the contents thereof; that he or she acknowledges, understands and will comply with the background check requirement; that the same are true of his or her own knowledge, except for such matters therein stated on information and belief, and as to those matters he or she believes them to be true; that he or she acknowledges that he or she is subject to the jurisdiction of the Clark County Clerk with respect to provisions of NRS 122 governing the conduct of persons authorized to solemnize a marriage.

Signed and sworn to (or affirmed) before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.  
*Printed name of applicant*

\_\_\_\_\_  
*Signature of Applicant*

(Apply Notary Stamp/Seal Below)

\_\_\_\_\_  
*Signature of Notarial Officer*

**IMPORTANT:** It is unlawful to perform marriage ceremonies prior to the issuance of a *Certificate of Permission*. All application paperwork must be submitted and completed within three (3) months from the original date of the application or it will be necessary to reapply. If the application is denied, you may submit a new application after six (6) months from the date of the denial. If approved, you must notify our office not more than thirty (30) days after a mailing address change by law or your *Certificate of Permission* will be subject to revocation.



200 Lewis Avenue

Box 551604

Las Vegas, NV 89155-1604

702-671-0523 / 702-385-8911 Fax

[www.ClarkCountyNV.gov/Clerk](http://www.ClarkCountyNV.gov/Clerk)

# Office of the County Clerk

*Lynn Marie Goya*

*County Clerk*

*Commissioner of Civil Marriages*

*Jim Pierce*

*Assistant County Clerk*

## INSTRUCTIONS FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

The *Affidavit of Authority to Solemnize Marriages* (AASM) must be completed and signed by someone who has authority to speak on behalf of the church or religious organization and can verify that the applicant is currently in good standing. The AASM cannot be notarized or signed by the applicant.

According to Nevada Revised Statutes 122.062(1), the authorizing agent must be a church or religious organization "incorporated, organized or established in this State." In addition, AB364 of the 2015 Nevada legislative session removed NRS sections 602.020(3) and (4b), which now means foreign (out of state) organizations must be organized under the laws of Nevada to do business here. **Therefore, organizations must substantiate that they are both organized in Nevada under the laws of this state and doing business as a church or religious organization as a requirement in the application process for licensing new ministers or religious officials seeking a *Certificate of Permission to Perform Marriages*.**

Check our [approved list of organizations](#) (click link or visit the Marriage Officiant page on our website). If your organization is on our approved list, there is no further documentation required other than the completed AASM. If your organization is not on our approved list, you must comply with the following:

- If your organization has filed to do business in Nevada with the Secretary of State's Office and is currently in "active" status as a business entity, provide the Nevada Business ID (which can be found at <http://nvsos.gov/sosentitysearch/>) on the AASM and **one** of the following:
  - ✓ Copy of the letter from the State of Nevada Department of Taxation granting tax exempt status to the organization as being a church or religious organization;
  - ✓ Copy of the letter from the Internal Revenue Service granting status as a 501(c)(3) with a Public Charity Status (a.k.a. Foundation Code) of 170(b)(1)(A)(i) for churches;
  - ✓ Notarized statement from an attending member (must not be an employee or official of the organization) confirming that the organization is a church or religious organization and where and when services are held;
  - ✓ Copy of a rental agreement or mortgage statement for the location where active services are held – the address on the statement must match the service address provided on the AASM; or
  - ✓ Copy of a recent public notice advertising the organization and the service dates and times, such as a newspaper article, flyer or online web page.
- If your organization has **not** filed to do business in Nevada with the Secretary of State's Office and is claiming to be established in Nevada, any **two** of the above must be provided.

**The AASM and documents providing proof of the organization's establishment in Nevada should be provided to the applicant for submission with the application paperwork.** If at some point in the future this minister or religious official is no longer in good standing or has ceased to be affiliated with the organization for any reason, the organization is required by state law to inform our office within five (5) days. As well, if the organization changes its address, location, is dissolved or otherwise terminated, our office must be notified not later than thirty (30) days after the change.

*Ex-Officio Clerk of:*

*Board of County Commissioners - Clark County Board of Equalization*

*Clark County Liquor and Gaming Board - Mt. Charleston Fire Protection District*

*Clark County Water Reclamation District Board of Trustees - Clark County Debt Management Commission*

*Clark County Redevelopment Agency - University Medical Center of Southern Nevada Board of Trustees*

**County of Clark, State of Nevada**  
**MINISTER OR RELIGIOUS OFFICIAL MARRIAGE OFFICIANT APPLICATION**  
**Affidavit of Authority to Solemnize Marriages**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) §

The \_\_\_\_\_ is organized and  
*Church or Religious Organization of Affiliation*  
carries on its work in the state of Nevada. The active meetings of the said organization are located at  
\_\_\_\_\_. The said  
*Street Address City State Zip Code*  
organization hereby finds that \_\_\_\_\_ is in good  
*Full legal name of minister or other person authorized to solemnize marriages*  
standing and is authorized to solemnize marriages.

If the said minister or other person authorized to solemnize marriages is retired from the said church or religious organization, the said organization hereby verifies that he or she had active charge for a period of at least three (3) years from \_\_\_\_\_ to \_\_\_\_\_.  
*Month/Day/Year or N/A if not retired Month/Day/Year or N/A if not retired*

I am duly authorized by \_\_\_\_\_  
*Church or Religious Organization of Affiliation*  
to complete and submit this affidavit; and that I, or another official, am required to notify the Clark County Clerk, in writing, by submitting an *Affidavit of Removal of Authority to Solemnize Marriages* not more than five (5) days if the authorized minister or religious official is no longer in good standing as herein stated, or has ceased to be affiliated with the said organization for any reason.

**Signed and sworn to (or affirmed) before me on this**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.  
*Printed name of official (from church or religious organization)*

\_\_\_\_\_  
*Signature of Notarial Officer*

*(Apply Notary Stamp/Seal Below)*

\_\_\_\_\_  
*Signature of Official (from Church or Religious Organization)*

\_\_\_\_\_  
*Name of Official (type or print name)*

\_\_\_\_\_  
*Title of Official*

\_\_\_\_\_  
*Organization's Nevada Business ID*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State and Zip Code*

\_\_\_\_\_  
*Telephone Number*